

## Instructions for Completion of the EFM Application and Forms

- The **DD FORM 2792 EFM Application** is
  - o Completed by the sponsor/spouse.
  - o The sponsor must sign the last page of this form, certifying it to be valid for his family member.
  - o The EFM coordinator will review for accuracy and sign prior to submitting the form.
  
- The **DD FORM 2792 (ADDENDUM A) Medical Summary**
  - o Sponsor's signature is required on the Release Authorization form, or spouse may sign with a power of attorney (attach copy of POA).
  - o The physician will complete the rest.
  
- The **DD FORM 2792 (ADDENDUM B) Special Education / Early Intervention Summary**
  - o Release Authorization is to be completed by the Sponsor for all school-aged children age 5-18 yrs old.
  - o The rest is to be completed by the appropriate school official.

**Upon completion all forms are brought to the EFM Coordinator for processing.** For the Naval Hospital Oak Harbor the EFM Coordinator is HM2 Troha. The appointment can be made by calling the TRICARE number **1-800-404-4506**. **If you are pressed for time, you may leave your paperwork with the Blue Team's clerk or nurse located in room 734.**

**The entire process usually takes approximately 4-8 weeks.** The initial application is forwarded via mail to San Diego. After an initial review and assignment of category, the package is forwarded to **BUPERS**. Here the category is validated and forwarded to the sponsor's detailer. Category letters are no longer sent to commands and Sponsors. In order to find out what your category is it is recommended that you wait approximately 4 weeks from the initial submission of the application and then do one of the following:

1. Contact your detailer via email or phone.
2. **Contact BUPERS by calling 1-800-527-8830**
  - If you are placed on **categories 4 or 5** and need a letter for housing, please let them know when you call, so they can mail you a letter.
3. Follow up at either of the above every two weeks there after until the category is decided.
4. Contact HM2 Troha at 257-9830 or email her at [smtroha@nhoh.med.navy.mil](mailto:smtroha@nhoh.med.navy.mil), if you have any questions.